



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

May 20, 2008

To: Supervisor Yvonne B. Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DELEGATION OF AUTHORITY FOR SIGNING SELECTED BOARD LETTERS

Consistent with implementation of the Board-approved new County administrative structure in July 2007, the Chief Executive Officer (CEO) assumed responsibility for signing all Board letters generated by those department heads reporting to this Office. Based on experience since that time and pursuant to our ongoing efforts to identify and implement process improvements to enhance the quality and efficiency of County operations, we have identified several types of Board letters which are of a more routine, ministerial nature. We are delegating the authority to sign and file these routine Board letters to the respective department heads. This process will reduce the time it now takes to process these actions.

Attached is a list of the specific types of Board letters, by Cluster, which will be signed by the appropriate department head effective for Board letters filed for the June 17, 2008 agenda.

### Ongoing Review and Process Improvement

As noted, we are continually reviewing and soliciting input on County processes, and may identify additional types of correspondence that are appropriate for delegation to department heads to more productively allocate workload and speed processing. Further, we are currently engaged in an effort to review the Board letter format for further improvements and will be in contact with your offices, the Executive Officer of the Board, and other departments in this regard. As you are aware, we have already added a Subject/Summary section to the beginning of all Board letters in order to provide a quick/executive summary of the main content and recommendation(s) contained in the Board letter.

Each Supervisor  
May 20, 2008  
Page 2

Following issuance of the new Board letter format, we will conduct training for all County departments, not only on the new format, but on basic business writing guidance, including the ability to identify and clearly and concisely communicate main issues. Plain language principals will be incorporated in this training. In addition, the training will emphasize key topics which must be covered in the various Board letters. Our goal is to make the Board letter process more efficient by ensuring that draft letters received by this Office from departments are well written and complete.

Please let me know if you have any questions. Your staff may also contact Ellen Sandt at 213.974.1186, [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov) or Martin Zimmerman at 213.974.1326, [mzimmerman@ceo.lacounty.gov](mailto:mzimmerman@ceo.lacounty.gov), respectively.

WTF:ES  
MKZ:pg

Attachment

c: Deputy Chief Executive Officers (Via Electronic Mail)  
All Department Heads (Via Electronic Mail)

## BOARD LETTERS DELEGATED TO DEPARTMENT HEADS

COUNTY DEPARTMENT (BY CLUSTER)	TITLE AND/OR DESCRIPTION OF BOARD LETTER
<b>All Clusters</b>	
All Departments	<ul style="list-style-type: none"> <li>• Acceptance of Donations</li> </ul>
<b>Operations Cluster</b>	
Treasurer and Tax Collector	<ul style="list-style-type: none"> <li>• Agreement Sales of Tax-Defaulted Property</li> <li>• Compromise and Settlement of Claims</li> <li>• School District General Obligation Bonds and Short-Term Notes</li> </ul>
<b>Community and Municipal Services Cluster</b>	
Public Works	<ul style="list-style-type: none"> <li>• Building Rehabilitation</li> <li>• Traffic Regulations</li> <li>• Contract Amendments and Final Close-Outs</li> <li>• Solicitation of Bids for Services</li> <li>• Budgeted Equipment/Fixed Assets Purchases</li> </ul>
<b>Health and Mental Health (H&amp;MH) Cluster</b>	
All H&MH Departments	<ul style="list-style-type: none"> <li>• Request to Accept Compromise Offers of Settlement</li> <li>• Public Hearing Requests for Approval of Published Rates/Fee Schedules and Medi-Cal/Medicare Charges</li> <li>• Annual State Performance Contract</li> <li>• Assignment and Delegation of Rights and Responsibilities</li> <li>• Contractor Name Changes</li> </ul>